



**DEPARTMENT OF THE AIR FORCE**  
**10TH MISSION SUPPORT GROUP**  
**USAF ACADEMY COLORADO**

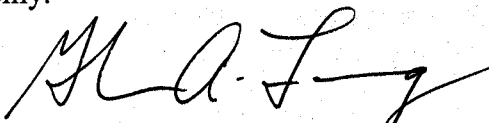
25 Jul 03

**MEMORANDUM FOR DISTRIBUTION O**

**FROM:** 10 MSG/CC

**SUBJECT:** Expectations Regarding Use of the Government Purchase Card

1. Please ensure personnel within your organization, issued Government Purchase Cards (GPC) or Government Convenience Checks, as well as those appointed as Approving Officials (AO), understand any misuse is taken very seriously.
2. Today, extensive oversight is conducted on all installation GPC programs and cardholder activities throughout the Air Force. DoD and Air Staff are capable of producing almost instantaneous reports on potential violations and are dictating strict corrective action where misuse of the GPC or convenience check occurs.
3. AFI 64-117 requires the installation GPC office to conduct a surveillance every twelve months for each AO managing account, and on 25% of the cardholders under each of those managing accounts. In addition to conducting these required surveillances, the GPC office on the Academy recently initiated data-mining at the local level and performs both daily and weekly reviews of accounts and purchases.
4. We require strict compliance to regulatory and statutory guidelines. Organizational Commanders require corrective action and possible disciplinary action for any violations. This applies to both military and civilian personnel.
5. Commanders retain ultimate responsibility for GPC personnel and accounts within their units. Accounts may be cancelled if GPC personnel make deliberate violations or continue to make inadvertent mistakes. Cancellation of an account could make a significant impact on your unit's ability to meet mission requirements.
6. Again, please ensure that all of your AOs, cardholders and check writers act responsibly and adhere to established regulatory guidelines. Our joint goal should be a well-disciplined and efficient GPC Program at the Air Force Academy.

  
GLENN A. LANG, Lieutenant Colonel, USAF  
Commander